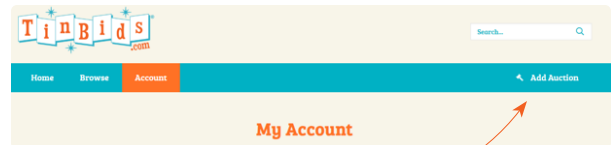


Add an Auction!



1. Getting Started

To upload an auction, first ensure that you have logged into your account and have added your **PayPal** email to your account settings. Once this is completed, scroll to the top of the page. On the top right-hand corner there will be an **"Add Auction"** button, **click on this button.**



2. All About the Details

After you click **"Add Auction"** you will be taken to a new page to list the auction details. Here you will **name your auction** based on the item and **provide a description** of the item you are auctioning.

Title *

Description *

3. Categories

Following naming and providing a description of your item, you must answer some questions regarding the auction item. Follow the prompts and **select the categories** that are relevant to the auction you are posting. All tobacco items must be consigned and if you are selling a pipe, you must indicate so here.

Categories

- Empty Tins and Accessories
- Lighters
- Other
- Pipes
- Tobaccos

Tobacco Notice
Online tobacco sales are prohibited in the following states: Washington, South Dakota, Maine, Utah, Arkansas, Hawaii, and Vermont

Do you agree to consign auction? *
Auctions containing tobacco must be consigned to TinBids to effectuate the sale of the item. By clicking YES, you agree to allow TinBids to sell this item on your behalf per our [consignment terms & conditions.](#)

Got questions? Read our [FAQs](#)

Yes

Auction contains a pipe
Check this option if this auction contains a pipe. Online sales of tobacco pipes are prohibited in the following states: Vermont

No

Continue to page 2...

Add an Auction!

Continued

4. Duration & Bidding

After this you can select the duration, price, and shipping for the auction. **Click the dropdown menu** to select a duration between 1–30 days. To set the price for your auction, **input your starting bid, buy it now price, and reserve price** into the blank boxes. To set shipping for your auction first determine the size of the box you will need. **Set the shipping rate** in accordance with the box size you will use. If you are selling tobacco and the tin is larger than 50g it will likely not fit in a small USPS box. Please note, if you are shipping internationally, you must use plain packaging, not USPS flat rate boxes. Then **enter the package weight** in ounces into the box.

The screenshot shows a form with the following sections:

- Duration:** A dropdown menu currently set to "7 Days".
- Bidding:** Three input fields for "Starting Bid", "Buy It Now Price", and "Reserve Price", each with a "\$ (USD)" label.
- Shipping:** A section with a note: "International shipping rates will be calculated at the conclusion of the auction." Below this is a note: "Please Note: Flat Rate USPS boxes cannot be used for international shipments." There are three radio button options: "Small Flat Rate Box (\$10.40)", "Medium Flat Rate Box (\$18.40)", and "Large Flat Rate Box (\$24.75)".
- Package Weight in Ounces:** A note: "The weight in ounces of the auction items with packaging. Only put in the number. (8 = 8 ounces)" followed by an input field containing the number "8".

5. Pictures

After this you may **upload up to 5 pictures** of your item. They must be smaller than 3MB before the auction can be posted, you may need to resize your original images. If you get an error message related to the pictures, first try resizing and re-uploading them.

The screenshot shows a "Pictures" section with a table for uploading images:

| Picture + | |
|--|----------------------------|
| Images cannot exceed 3MB Photos must be of actual item, no stock images | |
| 1 | Choose File No file chosen |
| 2 | Choose File No file chosen |
| 3 | Choose File No file chosen |
| 4 | Choose File No file chosen |
| 5 | Choose File No file chosen |

Below the table is a blue "Add Picture" button.

6. Add Auction!

Your auction is now ready to post! Double check that the information you have uploaded is accurate and complete and **click "Add Auction"**.

A blue button with a white arrow icon and the text "Add Auction".

7. Confirm Auction

To ensure that you have verified the information in your auction you will be prompted to confirm your auction, and **once you click "Confirm Auction" your auction will start!**

A dialog box with a close button (X) in the top right corner. The text inside reads: "Almost there... Please review your listing. If everything is ready to go, send it live by clicking 'Confirm Auction' below." At the bottom, there are two buttons: "Confirm Auction" (orange) and "Cancel" (blue).

Groovy!
You're All Set.